

Appendix A

Technical Review Panel

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Appendix B Data Elements

Field Test Student Interview B-3
Field Test Transcript Collection B-13

Field Test Student Interview

B&B data elements (follow-up survey)	Applies to	Purpose/issues
B&B eligibility		
Confirm received bachelor's degree or completed requirements between July 1, 2007 and June 30, 2008?	All	Eligibility confirmation
Date received bachelor's (month and year)	All	Eligibility confirmation
Undergraduate enrollment history		
Institution granting the degree (confirm NPSAS or add code on-line)	All	Path/time to degree
Previous educational attainment prior to bachelor's (previous certificate, associate's, bachelor's, other)	All	
Age when first began postsecondary education	All	
Term and year first began undergraduate education	All	
Undergraduate enrollment at other institutions between high school and bachelor's degree (y/n)	All	
Names of other colleges attended (on-line coding) (up to 6)	Attended multiple	
Terms/years attended other colleges	Attended multiple	
Attendance status and class level each term at other colleges	Attended multiple	
Received a certificate or associate's degree at other colleges (y/n)	Attended multiple	
Credits attempted to transfer/were accepted from other colleges (none/some/all)	Attended multiple	
Overlapping enrollment (multiple institutions at same time) (y/n)	Attended multiple	
Purpose of overlapping enrollment (transfer/additional courses/additional degree/financial/other)	Overlapping enrollment	
Reasons for attending a 2-year college (financial/academic/ personal/location/other)	Attended 2-year	
Reasons for transferring (financial/academic /personal/location/other)	Transfers	
Reasons for enrollment gaps (financial/academic/personal /other)	Stopouts	
Original major	All	
Number of times changed major	All	
Performance		
Withdrew from any course because failing (y/n)	All	
Repeated any course to improve grade (y/n)	All	
Received any incompletes (y/n)	All	
Ever on academic probation (y/n)	All	
Graduated with honors (y/n)	All	

B&B data elements (follow-up survey)	Applies to	Purpose/issues
SMART grants		
Received Pell grant after July 2006 (y/n)	All	
Received SMART grant 3 rd /4 th years (y/n)	All	
Chose or changed major to qualify for SMART grant	SMART recipients	
Major change from what to what	Changed major	
Reason not eligible in 4 th year (no Pell/not full time/not qualifying major/didn't earn 3.0 GPA)	Received SMART 3 rd year/not 4 th	
Undergraduate student loan debt		Debt and finances
Confirm total amount borrowed in student loans (from NPSAS)	All	
Currently repaying student loans (y/n)	Borrowers	
Amount of monthly payments	Repaying	
Parents helping to repay the loans (y/n)	Repaying	
Reasons not repaying (repaid all; not required to repay; can't afford)	Borrowers not repaying	
Deferment reason	Borrowers not repaying	
Participation in loan forgiveness program	Borrowers	
Has the debt influenced career plans (very much/somewhat/not at all)	Borrowers	
Consider the student loan debt a worthwhile investment (very much/somewhat/not at all/don't know)	Borrowers	
Assessment of education		
To what extent was cost in time and money outweighed by benefits brought in terms of work and pay? (very much/somewhat/not at all/don't know)	All	
Would make same choices again in institution and course of study (yes/no/maybe/don't know)	All	
Current status (at time of interview)		Labor market outcomes
Working for pay at a full-time or part-time job	All	
Taking courses toward a graduate or professional degree or postbaccalaureate certificate		
Taking courses toward an undergraduate degree or certificate		
Taking other courses, not for a formal award		
Serving in an internship or training program		
Serving on active duty in the armed forces		
Keeping house (full-time homemaker)		
Holding a job but on temporary layoff from work or waiting to report to work		
Looking for work		
Traveling		
Volunteering (Peace Corps, VISTA)		

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Graduate or professional school preparation/enrollment		Graduate school
Enrolled since earning bachelor's degree (y/n)	All	
Name of institution attending (on-line coding)	Enrolled	
Degree program/field of study (on-line coding)	Enrolled	
Attendance status (mostly FT, mostly PT/mixed)	Enrolled	
Reasons for enrolling:	Enrolled	
-To gain further education before beginning a career		
-To prepare for graduate school or further education		
-To change your academic or occupational field		
-To gain further skills or knowledge in your academic or occupational field		
-For licensure or certification		
-To increase opportunities for promotion, advancement, or higher salary		
-Required or expected by employer		
-For leisure or personal interest		
Reason for choosing this institution (reputation/faculty/location/financial aid/can go part-time/other)	Enrolled	
Reason for choosing this program (academic/financial/personal/other)	Enrolled	
When completed/expect to complete program	Enrolled	
Number of hours worked per week while enrolled	Enrolled/completed	
Consider yourself primarily an employee or student	Enrolled/working	
Receiving any employer aid to support graduate education (y/n)	Enrolled/working	
Plans for future enrollment in degree/certificate program		Graduate school
Expect to pursue a higher degree/certificate (y/n)	Not enrolled	
Type of degree/field of study expected	Expect more education	
When expect to start (coming year/next year/2 years/5 years/more than 5 years)	Expect more education	
Taken GRE or other graduate/first professional entrance exam (y/n)	Expect more education	
Reasons for delay (financial, academic/personal)	Expect more education	
Reasons not going to continue education (no interest/academic/job/financial/personal)	STEM majors only	
Other Coursetaking (nondegree)		
Taken/taking formal courses (credit or noncredit) other than those taken while enrolled in a degree or certificate program (y/n)	All	
Reasons for taking courses (see graduate enrollment above for list of reasons)	Taken/taking courses	
Any of school-related costs paid by employer (y/n)	Taken/taking courses	

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Employment at time of interview		Labor market outcomes
Employed as an elementary/secondary school teacher (y/n) (if yes, skip to teacher section)	Employed	
Date began job		
Employed full-time or part-time		
Prefer to have a full-time job (y/n)	Employed PT	
Number of jobs held at same time as focus job	Employed	
Number of jobs held since graduation		
Type of occupation (on-line coding)		
Type of duties (specify)		
Type of industry (on-line coding)		
Type of firm (for-profit/non-profit/government/self-employed)		
Size of the company (number of employees)		
Salary (indicate per time period)		
Average number of hours per week worked		
Self-employed		
Future plans for self-employment (y/n)		
Reasons for self-employment	Future plans for self-employment	
College degree required to obtain this job (y/n)	Employed	
Related to undergraduate major (closely/somewhat/not at all)		
Job part of career path (y/n)		
Type of non-career job	Not on career path	
Flexibility of job (very flexible/somewhat flexible/not flexible)	Employed	
Could do this job without flexibility	Flexible job	
Able to telecommute (y/n/does not make sense)	Employed	
Frequency of telecommuting	Telecommuters	
Job satisfaction	Employed	Labor market outcomes
Pay and fringe benefits		
Importance and challenge		
Opportunity for advancement		
Opportunity to use training and education		
Job security		
Opportunity for further training and education		
The job as a whole		
Benefits	Employed	Labor market outcomes
Medical insurance		
Dental, optical, or other health insurance		
Life insurance		
Retirement benefits, such as a 401(k)/ 403(b)		
Stock options		

B&B data elements (follow-up survey)	Applies to	Purpose/issues
<ul style="list-style-type: none"> Flexible spending accounts Employee discounts Childcare facility or subsidy Transit subsidy Fitness facility or subsidy Employee assistance (counseling/legal) None of the above 		
<p>Responsibilities</p> <ul style="list-style-type: none"> Supervise work of others (y/n) Participate in hiring/firing decisions (y/n) Participate in setting salary rates (y/n) Level of autonomy (y/n) 	Employed	Labor market outcomes
<p>Reasons for part-time work</p> <ul style="list-style-type: none"> Full-time unavailable None of the employees worked a full-time schedule Family responsibilities Attended school while working No need or desire to work full-time Pursuing other interests or hobbies Health problems prohibited full-time work Other 	Part-time	
<p>Job search</p> <ul style="list-style-type: none"> Looking for work Job search strategies Method for finding job Which job search activity led to job Number of jobs applied to before current job Location of job search 	<ul style="list-style-type: none"> all Looking for work Employed Employed or looking for work 	
<p>Employment status by month</p> <ul style="list-style-type: none"> July 1 (working/looking for work) August 1 (working/looking for work) September 1 (working/looking for work) October 1 (working/looking for work) November 1 (working/looking for work) December 1 (working/looking for work) January 1 (working/looking for work) February 1 (working/looking for work) March 1 (working/looking for work) April 1 (working/looking for work) May 1 (working/looking for work) June 1 (working/looking for work) 		

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Work-related training		
Any work-related training such as workshops or seminars (not college courses) (y/n)	Employed	
Areas of training (management or supervisor/training in occupational field/general professional training, such as speaking, writing, computer software skills/other)	Had training	
Reasons for training (facilitate change in occupational field/gain skills or knowledge in current occupational field/licensure or certification/increase opportunities for advancement or salary increases/learn skills for recently acquired position/required or expected by employer)	Had training	
Most important reason (select one of above)	Had training	
Current demographics		Background information for analyses of debt/teaching/ other employment
Citizenship status (citizen, permanent resident, other)		
Current state of legal residence	All	
Live more than 50 miles from NPSAS institution	All	
Live more than 50 miles from where attended high school (y/n)	All	
Reasons live more than 50 miles from where attended high school (work/school/location preference/family/other personal)	All	
Reasons live more than 50 miles from where graduated from college (work/school/location preference/family/other personal)		
Household composition (live alone/spouse or partner/parents or in-laws/siblings/other relatives/roommate)	All	
Marital status (never married/married/separated/divorced/partner)	All	
Date of last change in status	All	
Number of dependent children	All	
Ages of dependent children	Have children	
Spouse/partner employed	Have spouse/part.	
Spouse/partner enrolled in college or graduate school	Have spouse/part.	
Spouse/partner's job income this calendar year	Have spouse/part.	
Spouse/partner's highest level of education	Have spouse/part.	
Amount spouse/partner has borrowed in student loans	Have spouse/part.	
Amount of spouse/partner's monthly student loan payments	Spouse/partner borrowed	

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Assets and debt		Debt and finances
Own home or rent	All	
Monthly mortgage/rent amount	All	
Other type of housing (parents/military/job includes/religious/other)	No mortgage/rent payment	
Own any motor vehicles (y/n)	All	
Monthly auto payments	Vehicle owners	
Civic and volunteer activity		
Registered to vote in U.S. (y/n)	All	
Voted in last presidential election (y/n)	All	
Military status (veteran, active, reserves, none)	All	
Perform any community service/volunteer work in last year (y/n)	All	
Types of service (work with kids/church/tutor/health-related/ neighborhood improvement/fundraising/homeless shelter/other) and time commitment	All	
Identifying prospective teacher pipeline members		Screen for K–12 teaching pipeline
Ever taught at K-12 level in a school setting (y/n)	All	Route to teaching experiences section
Have prepared or are preparing to teach (y/n)	All who hadn't taught	Route to certification and preparation section
Currently considering teaching (y/n)	All who hadn't taught or prepared	Route to application section or out of teaching section
Teaching experiences		
Types of teaching positions held (regular, short-term substitute, long-term substitute, teacher's aide, support, itinerant, student teacher) Check all that apply.	All who had taught	Identify K-12 teachers (those who had regular, long-term substitute, support, or itinerant positions in a public or private K-12 school)
For types held, month/year when first taught in each type of positions		Teaching career paths
Held substitute or teacher's aide position to get permanent K-12 job (y/n)	Taught only in short-term substitute or teacher's aide positions	Identify transition jobs into teaching.
Participated in teacher internship program (y/n)	K-12 teachers	Teaching career paths
How well did your student teaching or internship experience prepare you for teaching?	K-12 teachers	Teacher education/training, teaching career paths
How well did your education courses in college prepare you for teaching?	K-12 teachers	Teacher education/training, teaching career paths
How well did your academic courses in college prepare you for teaching?	K-12 teachers	Teacher education/training, teaching career paths
How many K-12 teaching jobs (not including teacher's aide, short-term substitute, or student teaching jobs) have you held?	K-12 teachers	Teaching career paths

B&B data elements (follow-up survey)	Applies to	Purpose/issues
For each K-12 teaching job (not including teacher's aide, short-term substitute, or student teaching jobs):	K-12 teachers	Teaching career paths
Type of teaching job (regular, long-term substitute, support, itinerant)		
Start and end date		
Number of schools at which taught in this job		
School(s) where taught (CCD/PSS coder)		
Sector and level of school	If school not in coder	
Whether participated in a formal induction program (first job only)		
Grades taught		
Subject areas taught		
Taught any college prep, AB/IB, honors, bilingual/ESL, gifted, or remedial classes (check all that apply)		
Whether prepared to teach all subjects taught		
Whether taught full or part-time		
Academic year base salary		
Why did you leave that job? (Open-ended in FT)		
In your first teaching job, how well prepared were you to	K-12 teachers who had left a teaching job	
Integrate educational technology into the curriculum	K-12 teachers	Teaching career paths
Manage classroom discipline		
In your first teaching job, did someone in your school or district help you with	K-12 teachers	Teaching career paths
Student discipline		
Instructional methods		
Curriculum		
Working with parents and the community		
Using/analyzing student achievement information		
Satisfaction with aspects of teaching (most recent job only)	K-12 teachers	Teaching career paths
Student motivation to learn		
School learning environment		
Student discipline and behavior		
Class size		
Support from parents		
Support from administration		
Opportunities for professional advancement		
Relationship with colleagues and supervisors		
How long do you plan to continue teaching?	Currently teaching	Teaching career paths
Do you plan to return to teaching? (y/n)	Taught but no longer teaching	Teaching career paths

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Certification and preparation		Teacher education/training, teaching career paths
Ever certified to teach at the K-12 level? (Do not include emergency certificates or waivers.) (y/n)	Prepared to teach	
Currently certified to teach in any of grades K-12 in any state? (y/n)	Ever certified	
Date first certified (month, year)	Ever certified	
Field(s) in which certified	Ever certified	
Certified through an alternative certification program? (y/n)	Ever certified	
Type of alternative certification program	Certified by alternate route	
Completed or completing student teaching or teacher practicum (y/n)	Prepared but never certified	
Taken or taking courses towards certification (y/n)	Prepared but never certified	
Teaching job applications		Teaching career paths
Applied for teaching jobs since completing degree (y/n)	Not taught, but had prepared or were currently considering	
Received any offers? (y/n)	Applied	
Rejected all offers?	Received an offer	
Reasons for not taking offered teaching job(s) (check all that apply)	Rejected offers	
Received offer after another job was accepted		
Pay was not adequate		
Job offer too far from home		
Job offer in dangerous/difficult school		
Offer not in area for which I was qualified		
Another job offered more interesting/challenging work		
Poor teaching conditions		
Already in another job		
Received better offer		
Reasons did not apply for teaching position (check all that apply)	Did not apply	
Not interested in teaching		
Needed more education		
Had coursework but not ready to apply		
Jobs hard to get		
Student teaching was discouraging		
More money/prestige in other job		
Wanted other occupation		
Hadn't taken/couldn't pass required test or not yet certified		
Poor teaching conditions		
Application process too difficult		

B&B data elements (follow-up survey)	Applies to	Purpose/issues
Have you had any non-teaching jobs in elementary or secondary education? (principal, assistant principal, program administrator, curriculum coordinator, department head, school psychologist/counselor/advisor, coach, library media specialist/librarian, support staff (e.g., secretary), other) (y/n for each)	Taught, prepared, or were currently considering	Teaching career paths
Do you have any plans to move into or continue in a non-teaching job in elementary or secondary education? (principal, assistant principal, program administrator, curriculum coordinator, department head, school psychologist/counselor/advisor, coach, library media specialist/librarian, support staff (e.g., secretary), other) (y/n for each)	Taught, prepared, or were currently considering	Teaching career paths
Why did you major in teacher education?	Teacher education majors who said no to screeners 1 and 3 and had neither applied nor taught since graduation	Open-ended for FT
How do you plan to use your degree in teacher education?	Teacher education majors who said no to screeners 1 and 3 and had neither applied nor taught since graduation	Open-ended for FT
Other		
Aware of state or federal loan forgiveness program (y/n)	All who taught, prepared, or are currently considering	Loan forgiveness programs
Did loan forgiveness lead to preparing for teaching (y/n)	All who taught or prepared	
Taking advantage of loan forgiveness now (y/n)	All who taught	
Locating information	All	Tracing for next follow-up

Field Test Transcript Collection

Data element
Calendar and term system
GPA scale, associated quality points, and grading system
Baccalaureates awarded each term
Minimum number of credit hours/courses for full-time status
Study ID
Student name and former names
Address
High school graduation date
Dates of enrollment at NPSAS institution
Course withdrawals
State basic skills tests taken and scores
Undergraduate cumulative summary: credits attempted, earned, grade point average, grade points
Transfer credits: transfer credits attempted, accepted, credits for GPA
Institution name, address, and IPEDS ID
Term name, start and end dates
Transfer school name, address, and IPEDS ID
Date first enrolled
Honors earned, including dean's, president's, chancellor's lists and terms
Academic probation and dismissals
Standardized exams taken, dates, scores
Degree awarding institution and IPEDS ID
Degree name
Type of degree awarded
Date of degree award
Major and associated CIP Code
Secondary major or minor and associated CIP code(s)
Concentration
Course name, number, and CIP code
Repeated course
Grade received
Grade category
Grade points earned by course
Potential credits
Credits earned
Credits counted toward GPA
Type of course
Special credits (e.g., AP, IB, CLEP) earned
Special courses (e.g., orientation, laboratory, independent study)

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Data Collection Materials

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Student Interviews

Initial Contact Parent Letter

February 24, 2010

«Cpfname» «Cpmname» «Cplname»
«CpAddr1»
«CpAddr2»
«CpCity», «CpState» «CpZip» «CpZip4»

Study ID: «caseid»
«panelinfo»

Dear «Cpfname» «Cplname»:

Students who graduated from their postsecondary institution during the 2006–07 school year were selected to participate in the Baccalaureate and Beyond Longitudinal Study (B&B), sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. Data collected from B&B will help educators, researchers, and policymakers at the local, state, and national levels better understand how earning bachelor’s degrees affects the lives of students and their transitions to the workforce. The enclosed brochure provides a brief description of B&B, findings from the 2001 B&B study, and confidentiality procedures.

We need your help to update our records for «fname» «lname». ***Please take a few minutes to update the enclosed Address Update Information sheet and return it in the enclosed postage-paid envelope.***

We will be recontacting «fname» and other study participants beginning in the summer of 2008 to ask questions about their recent graduation and subsequent education and employment experiences. Your help in updating our records will ensure the success of the study. Only a limited number of people were selected for the study. Each person selected represents many others; therefore, it is extremely important that we be able to contact each person. **If «fname» completes the interview on the Web by the date provided «pronoun2», «pronoun1» will receive a monetary incentive as a token of our appreciation.**

NCES has contracted with RTI International to conduct the B&B data collection. Please be assured that both NCES and RTI follow strict confidentiality procedures to protect the privacy of study participants and the confidentiality of the information collected. If you would like more information about the B&B study, please visit <https://surveys.nces.ed.gov/bb/>. You may also call the RTI project director, Dr. Jennifer Wine, at 1-877-225-8470 (toll-free).

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,



Mark Schneider
Commissioner
National Center for Education Statistics

Enclosure

Address Update Sheet-Parent

Baccalaureate and Beyond Longitudinal Study Address Update Information

Study ID: «caseid»

1. Please review «fname»'s current address and phone numbers displayed on the left side of the box below. Check here if all information preprinted in this section is ***entirely correct***.....

If «pronoun2» address is not entirely correct or current, ***please update*** it in the space provided on the right side of the box.

«fname» «mname» «lname» «suffix» «addr1» «addr2» «city», «state» «zip» «zip4» («area») «phone» «panelinfo»	Name: _____ Address: _____ _____ Home phone: () _____ Work phone: () _____ _____ Cell phone: () _____ _____
---	---

2. We will send «fname» an e-mail to let «pronoun2» know that data collection has begun. Please provide an e-mail address that we can use to contact «pronoun2».

Primary e-mail address: _____

Alternative e-mail address: _____

3. Please indicate whether «fname» receives text messages on «pronoun2» cell phone (or other text messaging device) and whether «pronoun1» would approve of us sending «pronoun2» a text message when data collection is about to begin. Please check one.....Yes No

If yes, what cell number should we use? _____

Thank you for your assistance.

Please return this page in the enclosed postage-paid envelope.

Address Update Sample Member

Study ID: «caseid»

1. Please review your current address and phone numbers displayed on the left side of the box below. Check here if all information preprinted in this section is ***entirely correct***.....

*If your address is not entirely correct or current, **please update** it in the space provided on the right side of the box. If you prefer to update your locating information online, visit our secure website at <https://surveys.nces.ed.gov/bb/> and refer to your Study ID **«caseid»**.*

«fname» «mname» «lname» «suffix» «addr1» «addr2» «city», «state» «zip» «zip4» («area») «phone» «panelinfo»	Name: _____ Address: _____ _____ Home phone: () _____ Work phone: () _____ _____ Cell phone: () _____ _____
---	---

2. We will send an e-mail to let you know that data collection has begun. Please provide an e-mail address that we can use to contact you.

Primary e-mail address: _____
 Alternate e-mail address: _____

3. Would you like us to send you a text message on your cell phone when data collection is about to begin? Please check one..... Yes No

If yes, what cell number should we use? _____

Thank you for your assistance.

Please return this page in the enclosed postage-paid envelope.

Initial Contact Letter-Respondent

February 24, 2010

«fname» «mname» «lname» «suffix»
 «addr1»
 «addr2»
 «city», «state» «zip» «zip4»

Study ID: «caseid»
 «panelinfo»

Dear «fname» «lname»:

Last year, you participated in the National Postsecondary Student Aid Study (NPSAS) for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. We are now seeking your help again. This summer we will be contacting you to conduct a follow-up interview to NPSAS called the Baccalaureate and Beyond Longitudinal Study (B&B). Data collected from B&B will help educators, researchers, and policymakers at the local, state, and national levels better understand how earning bachelor's degrees affect the lives of students and their transitions to the workforce.

When B&B data collection begins in July, you will receive a letter that will provide specific information on how to participate. **The letter will explain that if you complete the interview on the Web by the date indicated, you will receive a monetary incentive as a token of our appreciation. In the meantime, we need to update our contact information for you.**

Please help us by providing your updated address, telephone numbers, and e-mail addresses on the enclosed address update sheet and returning it to us in the business reply envelope provided, or you may update your contact information online by visiting the study's website at <https://surveys.nces.ed.gov/bb/> and entering the Study ID provided below.

The B&B study is being conducted by RTI International. The enclosed brochure provides a brief description of B&B, findings from the 2001 B&B study, and confidentiality procedures. To find out more about this B&B interview, you can visit the study's website. If you have additional questions or concerns about the study, please call the RTI project director, Dr. Jennifer Wine, at 1-877-225-8470 (toll-free).

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,



Mark Schneider
 Commissioner
 National Center for Education Statistics

Go to: https://surveys.nces.ed.gov/bb/ Your Study ID: «caseid»

Initial Contact Letter – Nonrespondent

February 24, 2010

«fname» «mname» «lname» «suffix»
«addr1»
«addr2»
«city», «state» «zip» «zip4»

Study ID: «caseid»
«panelinfo»

Dear «fname» «lname»:

We need your help. You have been selected to take part in the Baccalaureate and Beyond Longitudinal Study (B&B), sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. This study will collect education, employment, and other information from you and students like you who graduated from postsecondary institutions during the 2006–07 academic year. Data collected from B&B will help educators, researchers, and policymakers at the local, state, and national levels better understand how earning bachelor's degrees affect the lives of students and their transitions to the workforce.

When the B&B data collection begins in July, you will receive a letter that will provide specific information on how to participate. **The letter will explain that if you complete the interview on the Web by the date indicated, you will receive a monetary incentive as a token of our appreciation. In the meantime, we need to update our contact information for you.**

Please help us by providing your updated address, telephone numbers, and e-mail addresses on the enclosed address update sheet and returning it to us in the business reply envelope provided, or you may update your contact information online by visiting the study's website at <https://surveys.nces.ed.gov/bb/> and entering the Study ID provided below.

The B&B study is being conducted by RTI International. The enclosed brochure provides a brief description of B&B, findings from the 2001 B&B study, and confidentiality procedures. To find out more about this B&B interview, you can visit the study's website. If you have additional questions or concerns about the study, please call the RTI project director, Dr. Jennifer Wine, at 1-877-225-8470 (toll-free).

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,



Mark Schneider
Commissioner
National Center for Education Statistics

Go to: https://surveys.nces.ed.gov/bb/ Your Study ID: «caseid»

Enclosure

Announcement Prepaid Letter

February 24, 2010

«fname» «mname» «lname» «suffix»
 «addr1»
 «addr2»
 «city», «state» «zip» «zip4»

Study ID: «caseid»
 «panelinfo»

Dear «fname» «lname»:

Interviews for the next Baccalaureate Study (B&B) are now being conducted. The interview will terminate. Enclosed you will find a \$5 <insert bill/check fill> as a token of our appreciation for completing the B&B interview. **If you complete your B&B interview by «date», we will send you a check for an additional \$«IncAmt».**



You may access the web interview by logging on to our secure website at <https://surveys.nces.ed.gov/bb/> using the Study ID and password provided below. ***The password is case sensitive; you will need to enter it exactly as it appears here.***

Study ID = «caseid»

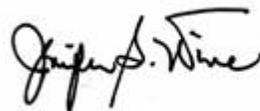
Password = «password»m

Also included is a brochure with a brief description of B&B, findings from the 2001 B&B study, and our confidentiality procedures. Your participation, while voluntary, is critical to the study's success. Federal law requires that we protect your privacy. Your responses will be secured behind firewalls and will be encrypted during internet transmission. Your responses will be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, except as required by law. If you have questions, have problems completing your interview online, or prefer to complete the interview over the telephone, simply call the **B&B Help Desk toll-free at 1-877-262-4440.**

If you have any questions or concerns about the study itself, please contact me, Dr. Jennifer Wine, toll-free, at 1-877-225-8470 (e-mail: jennifer@rti.org), or the NCES Project Officer, Ms. Kristin Perry at 202-502-7428 (e-mail: kristin.perry@ed.gov).

Thank you in advance for making B&B a success.

Sincerely,



Jennifer S. Wine, Ph.D.
 B&B Project Director
 Education Studies Division
 RTI International



Kristin Perry
 NCES Project Officer
 National Center for Education Statistics
 U.S. Department of Education

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Baccalaureate and Beyond Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to Ms. Kristin Perry, National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

Announcement Promise Letter

February 24, 2010

«fname» «mname» «lname» «suffix»
 «addr1»
 «addr2»
 «city», «state» «zip» «zip4»

Study ID: «caseid»
 «panelinfo»

Dear «fname» «lname»:

Interviews for the next Baccalaureate and Beyond Longitudinal Study (B&B) are now being conducted. The interview will take about 25 minutes to complete. If you complete your B&B interview by «date», **you will receive a check for \$«IncAmt» as a token of our appreciation.**

You may access the web interview by logging on to our secure website at <https://surveys.nces.ed.gov/bb/> using the Study ID and password provided below. ***The password is case sensitive; you will need to enter it exactly as it appears here.***

Study ID = «caseid»

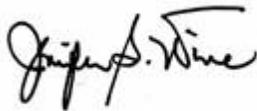
Password = «password»m

Enclosed you will find a brochure with a brief description of B&B, findings from the 2001 B&B study, and our confidentiality procedures. Your participation, while voluntary, is critical to the study's success. Federal law requires that we protect your privacy. Your responses will be secured behind firewalls and will be encrypted during internet transmission. Your responses will be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law. If you have questions, have problems completing your interview online, or prefer to complete the interview over the telephone, simply call the **B&B Help Desk toll-free at 1-877-262-4440.**

If you have any questions or concerns about the study itself, please contact me, Dr. Jennifer Wine, toll-free, at 1-877-225-8470 (e-mail: jennifer@rti.org), or the NCES Project Officer, Ms. Kristin Perry at 202-502-7428 (e-mail: kristin.perry@ed.gov).

Thank you in advance for making B&B a success.

Sincerely,



Jennifer S. Wine, Ph.D.
 B&B Project Director
 Education Studies Division
 RTI International



Kristin Perry
 NCES Project Officer
 National Center for Education Statistics
 U.S. Department of Education

Enclosure

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Announcement Parent Letter – Nonrespondent

February 24, 2010

«Cpfname» «Cpmname» «Cplname»
 «CAddr1»
 «CAddr2»
 «CCity», «CState» «CZip» «CZip4»

Study ID: «caseid»
 «panelinfo»

Dear «Cpfname» «Cplname»:

«fname» «lname» has been selected to participate in the Baccalaureate and Beyond Longitudinal Study (B&B), which is being conducted by RTI International for the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. You can help make this study a success by encouraging «pronoun2» to complete the B&B interview by **«date»**. **If «pronoun1» completes the interview by «date», «pronoun1» will receive \$«IncAmt» as a token of our appreciation.**

Data collected from B&B will help educators, researchers, and policymakers better understand how earning bachelor’s degrees affect the lives of students and their transitions to the workforce. The interview covers topics such as «fname»’s experience in the workforce, earnings and expenses, participation in civic activities, and personal and professional goals.

Enclosed you will find a brochure that provides an overview of B&B, findings from the 2001 B&B study, and confidentiality procedures. «fname»’s participation in this study, while voluntary, is critical to the study’s success.

If you have any questions or concerns about the study itself, please contact the B&B Project Director, Dr. Jennifer Wine, toll-free, at 1-877-225-8470 (e-mail: jennifer@rti.org) or the NCES Project Officer, Ms. Kristin Perry, at 202-502-7428 (e-mail: kristin.perry@ed.gov).

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,



Mark Schneider
 Commissioner
 National Center for Education Statistics

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Baccalaureate and Beyond Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to Ms. Kristin Perry, National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

Announcement Parent Letter – Respondent

February 24, 2010

«Cpfname» «Cpmname» «Cplname»
 «CAddr1»
 «CAddr2»
 «CCity», «CState» «CZip» «CZip4»

Study ID: «caseid»
 «panelinfo»

Dear «Cpfname» «Cplname»:

Last year, «fname» «lname» participated in the National Postsecondary Student Aid Study (NPSAS), which was conducted by RTI International for the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. We are now conducting data collection for a follow-up interview with «pronoun2» called the Baccalaureate and Beyond Longitudinal Study (B&B). You can help make the study a success by encouraging «pronoun2» to complete the B&B interview by «date». **If «pronoun1» completes the interview by «date», «pronoun1» will receive \$«IncAmt» as a token of our appreciation.**

Data collected from B&B will help educators, researchers, and policymakers better understand how earning bachelor’s degrees affect the lives of students and their transitions to the workforce. The interview covers topics such as «fname»’s experience in the workforce, earnings and expenses, participation in civic activities, and personal and professional goals.

Enclosed you will find a brochure that provides an overview of B&B, findings from the 2001 B&B study, and confidentiality procedures. «fname»’s participation in this study, while voluntary, is critical to the study’s success.

If you have any questions or concerns about the study itself, please contact the B&B Project Director, Dr. Jennifer Wine, toll-free, at 1-877-225-8470 (e-mail: jennifer@rti.org) or the NCES Project Officer, Kristin Perry, at 202-502-7428 (e-mail: kristin.perry@ed.gov).

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,



Mark Schneider
 Commissioner
 National Center for Education Statistics

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Baccalaureate and Beyond Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to Ms. Kristin Perry, National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

Thank You/Reminder Postcard



*Baccalaureate
and Beyond
Longitudinal
Study*

PO Box 12194
Research Triangle Park, NC 27709-2194
RTI Project #0209777.600.236

ADDRESS SERVICE REQUESTED

«fname» «mname» «lname» «suffix»
«addr1»
«addr2»
«city», «state» «zip» «zip4»

12345678/



*Baccalaureate
and Beyond
Longitudinal
Study*

Recently, we sent you information on how to complete the interview for the Baccalaureate and Beyond Longitudinal Study (B&B). RTI International is conducting this study for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have already completed the interview, we would like to thank you. Your assistance is very much appreciated.

If you have not yet completed your interview, we would like to remind you that if you complete the interview by «date», you will receive \$«IncAmt» as a token of our appreciation. To complete a web interview over our secure website, log on to <https://surveys.nces.ed.gov/bb/>.

If you have any questions or problems completing your web interview or would like to complete the interview over the telephone with a professionally trained interviewer, please contact the B&B Help Desk at 1-877-262-4440.

Thank you.

Refusal Letter

February 24, 2010

«fname» «mname» «lname» «suffix»
«addr1»
«addr2»
«city», «state» «zip» «zip4»

Study ID: «caseid»
«panelinfo»

Dear «fname» «lname»:

On behalf of the U.S. Department of Education, I am writing to ask for your participation in the Baccalaureate and Beyond Longitudinal Study (B&B). Only a limited number of people were selected for the study. Therefore, each person selected represents many others who were not selected, and it is extremely important that you complete the interview so that educators and policymakers at the local, state, and national levels better understand how earning a bachelor's degree affects the lives of students and their transitions to the workforce. The interview itself covers topics such as your experience in the workforce, earnings and expenses, participation in civic activities, and personal and professional goals.

The interview takes about 25 minutes to complete on average. You will **receive a \$«IncAmt» check as a token of our appreciation** for the time you take to complete the interview.

Please call us at **1-877-262-4440** to complete a telephone interview or, if you wish to complete the interview yourself over our secure website, log on to <https://surveys.nces.ed.gov/b&b/>.

You will need the Study ID and password provided below to access the web interview. *The password is case sensitive; you will need to enter it exactly as it appears here.*

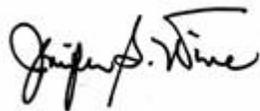
Study ID = «caseid»
Password = «password»

Be assured that all of your answers will be kept confidential and will be protected to the fullest extent allowable under law.

Please do not hesitate to contact me directly at 1-877-225-8470 (toll-free) or by e-mail at jennifer@rti.org if I can provide any additional information about the study or your interview.

Thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,



Jennifer S. Wine, Ph.D.
B&B Project Director
Education Studies Division
RTI International



Kristin Perry
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Beginning Postsecondary Students Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to: Kristen Perry, National Center for Education Statistics, 1990 K Street NW, Washington, DC 20006.

Reminder Flyer

The Baccalaureate and Beyond
Longitudinal Study (B&B)

«pretty_name»

What has happened in your
life since you graduated
from college?



Follow these 2 steps to be paid \$«incamt»
for only 25 minutes of your time:

1. Go to the secure website at <https://surveys.nces.ed.gov/bb/>
2. Enter your ID and password... study id: «caseid»
password: «password»n

Or call 1-877-262-4440 to complete the survey with
a professionally trained interviewer.

ies NATIONAL CENTER FOR
EDUCATION STATISTICS
Institute of Education Sciences

Final Contact Promise

February 24, 2010

«fname» «mname» «lname» «suffix»
 «addr1»
 «addr2»
 «city», «state» «zip» «zip4»

Study ID: «caseid»
 «panelinfo»

Dear «fname» «lname»:

You may be wondering why we have been trying to contact you in recent weeks. We would like you to complete a follow-up interview for the National Center for Education Statistics (NCES) in the U.S. Department of Education’s Institute of Education Sciences. The Baccalaureate and Beyond Longitudinal Study (B&B) collects information on how earning a bachelor’s degree affects the lives of students and their transitions to the workforce. The interview itself covers topics such as your experience in the workforce, earnings and expenses, participation in civic activities, and personal and professional goals.

Data collection for B&B ends on «**date**». If you complete the interview by then, **you will receive a \$«IncAmt» as a token of our appreciation.** The interview takes approximately 25 minutes to complete.

To complete the interview by telephone with a professional interviewer, call the **B&B Help Desk toll-free at 1-877-262-4440**. If you wish to complete the interview yourself on the Web, simply log on to our secure website at <https://surveys.nces.ed.gov/b&b/> using the Study ID and password provided below. *The password is case sensitive; you will need to enter it exactly as it appears here.*

Study ID = «caseid»
Password = «password»

Your responses will be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, except as required by law. If you have any questions or concerns about the study itself, please contact the B&B Project Director, Dr. Jennifer Wine, toll-free at 1-877-225-8470 (e-mail: jennifer@rti.org), or contact me at 202-502-7428 (e-mail: kristin.perry@ed.gov).

Thank you in advance for your participation in this important study. Your cooperation is greatly appreciated and needed to make this study a success.

Sincerely,

Kristin Perry
 NCES Project Officer
 National Center for Education Statistics
 U.S. Department of Education

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Beginning Postsecondary Students Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to: Ms. Kristin Perry, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Final Contact Prepaid

February 24, 2010

«fname» «mname» «lname» «suffix»
 «addr1»
 «addr2»
 «city», «state» «zip» «zip4»

Study ID: «caseid»
 «panelinfo»

Dear «fname» «lname»:

You may be wondering why we have been trying to contact you in recent weeks. We would like you to complete a follow-up interview for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. The Baccalaureate and Beyond Longitudinal Study (B&B) collects information on how earning a bachelor's degree affects the lives of students and their transitions to the workforce. The interview itself covers topics such as your experience in the workforce, earnings and expenses, participation in civic activities, and personal and professional goals.

Data collection for B&B ends on **«date»**. If you complete the interview by then, in addition to the \$5 you should have already received, **you will receive a \$«IncAmt» check as a token of our appreciation**. The interview takes approximately 25 minutes to complete.

To complete the interview by telephone with a professional interviewer, call the **B&B Help Desk toll-free at 1-877-262-4440**. If you wish to complete the interview on the Web, simply log on to our secure website at <https://surveys.nces.ed.gov/b&b/> using the Study ID and password provided below. ***The password is case sensitive; you will need to enter it exactly as it appears here.***

Study ID = «caseid»
Password = «password»

Your responses will be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, except as required by law. If you have any questions or concerns about the study itself, please contact the B&B Project Director, Dr. Jennifer Wine, toll-free at 1-877-225-8470 (e-mail: jennifer@rti.org), or contact me at 202-502-7428 (e-mail: kristin.perry@ed.gov).

Thank you in advance for your participation in this important study. Your cooperation is greatly appreciated and needed to make this study a success.

Sincerely,

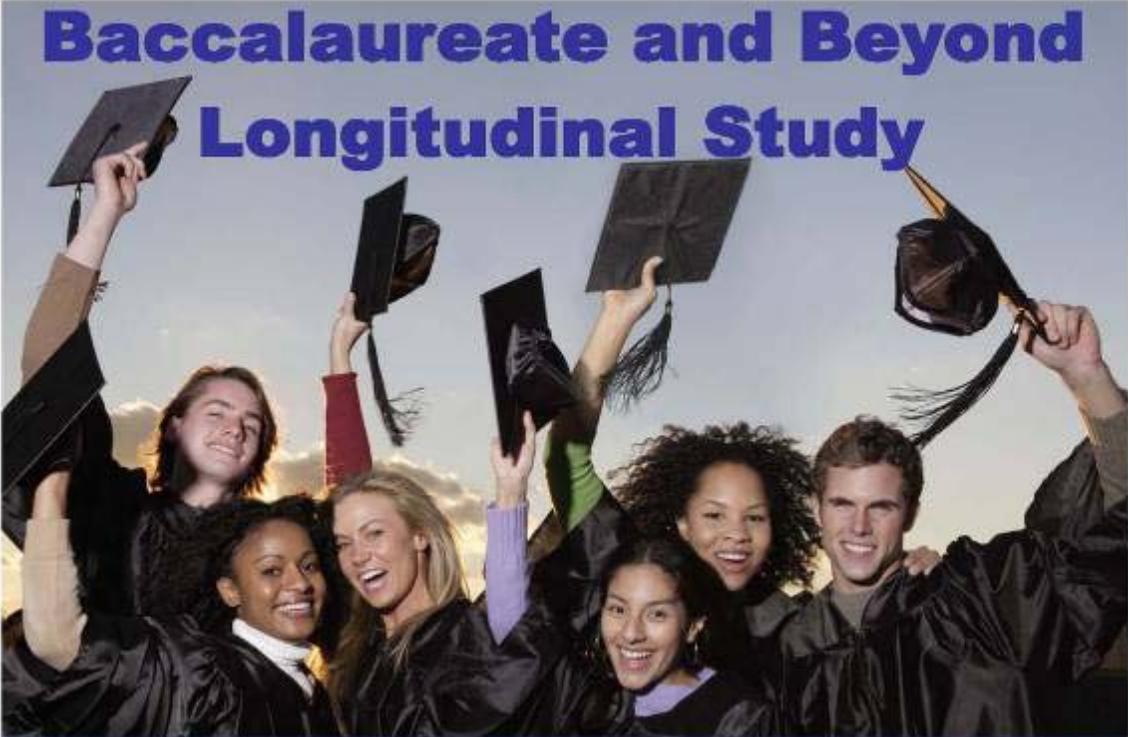
Kristin Perry
 NCES Project Officer
 National Center for Education Statistics
 U.S. Department of Education

Enclosures

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Beginning Postsecondary Students Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0729, and it is completely voluntary. The time required to complete this information collection is estimated to average 25 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving the interview, please write to: U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20006. If you have comments or concerns regarding the status of your individual interview, write directly to: Kristin Perry, National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Final Postcard



Baccalaureate and Beyond Longitudinal Study

«fname», complete a 25 minute questionnaire and get
\$«incent» for your time

Data collection is winding down for the Baccalaureate and Beyond Longitudinal Study (B&B), which is being conducted by RTI International for the U.S. Department of Education's National Center for Education Statistics. By completing this questionnaire, you will make an important contribution to research that will help understand the educational and career paths of recent college graduates in the first year after receiving a bachelor's degree. If you complete your B&B questionnaire soon, you will receive a \$«incent» check as a token of our appreciation.

To complete the questionnaire over our secure website, log on to <https://surveys.nces.ed.gov/bb/> using the Study ID and password provided:

Study ID = «caseid»
Password = «password»u

Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the questionnaire.

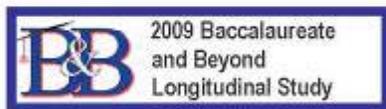
To complete the **telephone questionnaire** with a professional interviewer, or for help completing the web questionnaire please call **1-877-262-4440**.

Your responses may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, except as required by law. Participation in this study is voluntary and will not affect any aid or benefits you receive. If you have questions or problems completing the questionnaire, please call the B&B Help Desk at 1-877-262-4440 or e-mail at bb@rti.org.

Thank you in advance for making B&B a success.

B&B «panelmb»

Study ID «caseid»



PO Box 12194
Research Triangle Park, NC 27709-2194
RTI Project #0209777.600.236

ADDRESS SERVICE REQUESTED

«Pretty_name»
«Addr1»
«Addr2»
«City», «state» «zip»

Final Flyer

Baccalaureate and Beyond Longitudinal Study



«fname» «lname»,
complete a 25 minute survey
by **October 24, 2008** and get
\$«incent» for your time

To complete the **web survey** over our secure website, log on to
<https://surveys.nces.ed.gov/bb/>
 Your Study ID = «caseid»
 Your Password = «password»v

OR... to complete the **telephone survey** with a professional interviewer, or for help completing
the web survey please call **1-877-262-4440**.

Data collection for the Baccalaureate and Beyond Longitudinal Study (B&B), which is being conducted by RTI International for the U.S. Department of Education's National Center for Education Statistics, is coming to a close. If you complete your B&B survey by **October 24, 2008**, you will receive a **\$«incent»** check as a token of our appreciation.

To access the survey online, logon to our secure website at <https://surveys.nces.ed.gov/bb/> using the Study ID and password provided above. Please enter upper/lower case letters as they appear. If you are using a pop-up blocker you will need to temporarily disable it to access the survey.



Thank you in advance for making B&B a success.

B&B «panelinfo»

Study ID «caseid»

Thank You Letter

February 24, 2010

«fname» «mname» «lname» «suffix»
«addr1»
«addr2»
«city_state» «zip»

Study ID: «caseid»
«panelinfo»

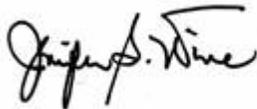
Dear «fname» «lname»:

On behalf of the National Center for Education Statistics (NCES) and the staff of the Baccalaureate and Beyond Longitudinal Study (B&B), we would like to thank you for completing your B&B interview. Your participation in this study is very important to ensuring its success.

Enclosed you will find a check for \$«IncAmt» as a token of our appreciation for completing the survey.

Please do not hesitate to contact us directly at 1-877-225-8470 (toll-free) if you need additional information or assistance.

Sincerely,



Jennifer S. Wine, Ph.D.
B&B Project Director
Education Studies Division
RTI International



Kristin Perry
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

The National Center for Education Statistics (NCES) of the U.S. Department of Education is authorized by federal law (Public Law 107-279) to conduct the Baccalaureate and Beyond Longitudinal Study. NCES will authorize only a limited number of researchers to have access to information that could be used to identify individuals. They may use the data for statistical purposes only and are subject to fines and imprisonment for misuse.

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Reinterview Letter/Email for CATI Completes

«date»

«fname» «mname» «lname» «suffix»

Study ID: «caseid»

«addr1»

«panelinfo»

«addr2»

«city», «state» «zip»

Dear «fname» «lname»:

On behalf of the U.S. Department of Education and the staff of the Baccalaureate and Beyond Longitudinal Study (B&B), I would like to thank you for completing your recent B&B interview. Your participation in this study is very important in ensuring its success.

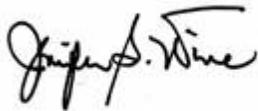
At the end of your interview, you were randomly selected for participation in a quality control interview. The purpose of this second interview, which takes about five to seven minutes, is to determine how well our questions collect reliable information. To complete the telephone interview, call **1-877-262-4440** by **October 24, 2008** and provide our interviewer with the Study ID number listed below.

Study ID = «caseid»

If you have any questions or need assistance, you can visit our web site at <https://surveys.nces.ed.gov/bb/>, you can call us toll-free at 1-877-262-4440, or you can e-mail us at bbemail@rti.org.

Again, thank you for your time and willingness to participate.

Sincerely,



Jennifer S. Wine, Ph.D.
B&B Project Director
Education Studies Division
RTI International



Kristin Perry
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Reinterview Letter/Email for Web Completes

«date»

«fname» «mname» «lname» «suffix»

Study ID: «caseid»

«addr1»

«panelinfo»

«addr2»

«city», «state» «zip»

Dear «fname» «lname»:

On behalf of the U.S. Department of Education and the staff of the Baccalaureate and Beyond Longitudinal Study (B&B), I would like to thank you for completing your recent B&B interview. Your participation in this study is very important in ensuring its success.

At the end of your interview, you were randomly selected for participation in a quality control interview. The purpose of this second interview, which takes about five to seven minutes, is to determine how well our questions collect reliable information. To complete it, log in to our secure website at <https://surveys.nces.ed.gov/bb/> by **October 24, 2008** using the Study ID and password provided below:

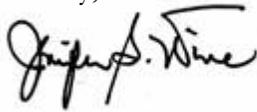
Study ID = «caseid»

Password = «password»

If you have any questions or need assistance, you can visit our web site at <https://surveys.nces.ed.gov/bb/>, you can call us toll-free at 1-877-262-4440, or you can e-mail us at bbemail@rti.org.

Again, thank you for your time and willingness to participate.

Sincerely,



Jennifer S. Wine, Ph.D.
B&B Project Director
Education Studies Division
RTI International



Kristin Perry
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Reinterview Letter/Email for Web Completes

February 24, 2010

«fname» «mname» «lname» «suffix»

Study ID: «caseid»

«addr1»

«panelinfo»

«addr2»

«city», «state» «zip»

Dear «fname» «lname»:

On behalf of the U.S. Department of Education and the staff of the Baccalaureate and Beyond Longitudinal Study (B&B), I would like to thank you for completing your recent B&B interview. Your participation in this study is very important in ensuring its success.

At the end of your interview, you were randomly selected for participation in a quality control interview. The purpose of this second interview, which takes about five to seven minutes, is to determine how well our questions collect reliable information. To complete it, log in to our secure website at <https://surveys.nces.ed.gov/bb/> by **October 24, 2008** using the Study ID and password provided below:

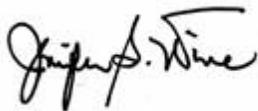
Study ID = «caseid»

Password = «password»

If you have any questions or need assistance, you can visit our web site at <https://surveys.nces.ed.gov/bb/>, you can call us toll-free at 1-877-262-4440, or you can e-mail us at bbemail@rti.org.

Again, thank you for your time and willingness to participate.

Sincerely,



Jennifer S. Wine, Ph.D.
B&B Project Director
Education Studies Division
RTI International



Kristin Perry
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Reinterview Web Reminder Flyer



Quality Control Reinterview

«name»

Thank you for completing your recent interview for the Baccalaureate and Beyond Longitudinal Study (B&B). If you complete your reinterview by

November 24, 2008,

we will send you a check for

\$20

as a token of our appreciation.

Please visit our secure website at

<https://surveys.nces.ed.gov/bb>

and enter your ID and Password to log in.

Study ID: «caseid»

Password: «password»

Thank you for participating!

For more information,
call the B&B Help Desk at 1-877-262-4440.

Reinterview CATI Reminder Flyer



Quality Control Reinterview

«name»

Thank you for completing your recent interview for the Baccalaureate and Beyond Longitudinal Study (B&B). If you complete your reinterview by

November 24, 2008,

we will send you a check for

\$20

as a token of our appreciation.

Please call the B&B Help Desk at

1-877-262-4440

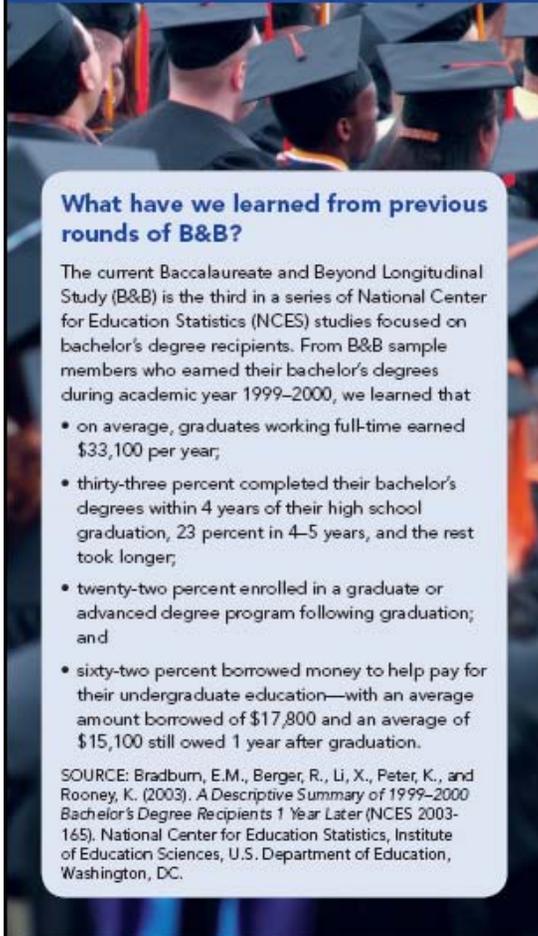
with your Study ID: «caseid».

Thank you for participating!

Brochure

What have you been doing since you earned your bachelor's degree?

The Baccalaureate and Beyond Longitudinal Study wants to know!



What have we learned from previous rounds of B&B?

The current Baccalaureate and Beyond Longitudinal Study (B&B) is the third in a series of National Center for Education Statistics (NCES) studies focused on bachelor's degree recipients. From B&B sample members who earned their bachelor's degrees during academic year 1999–2000, we learned that

- on average, graduates working full-time earned \$33,100 per year;
- thirty-three percent completed their bachelor's degrees within 4 years of their high school graduation, 23 percent in 4–5 years, and the rest took longer;
- twenty-two percent enrolled in a graduate or advanced degree program following graduation; and
- sixty-two percent borrowed money to help pay for their undergraduate education—with an average amount borrowed of \$17,800 and an average of \$15,100 still owed 1 year after graduation.

SOURCE: Bradburn, E.M., Berger, R., Li, X., Peter, K., and Rooney, K. (2003). *A Descriptive Summary of 1999–2000 Bachelor's Degree Recipients 1 Year Later* (NCES 2003-165). National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education, Washington, DC.

Where can I get more information about B&B?

For more information on participating, visit the study's website at <https://surveys.nces.ed.gov/bb/>.

To make an appointment to complete the interview by telephone, or for assistance in completing the web interview, call 1-877-262-4440 (toll-free).

You may also contact us by

E-mail: bbemail@rti.org
Fax: 919-541-7014

If you have questions or concerns, you may contact the following:

Dr. Jennifer Wine
B&B Project Director (RTI)
1-877-225-8470 (toll-free)
jennifer@rti.org

Ms. Kristin Perry
B&B Project Officer (NCES)
1-202-502-7428
kristin.perry@ed.gov

If you have questions about your rights as a study participant, please call RTI's Institutional Review Board at 1-866-214-2043 (toll-free) or send an e-mail message to orpe@rti.org regarding IRB number 11881.



National Center for Education Statistics
Institute of Education Sciences
U.S. Department of Education

B&B BACCALAUREATE AND BEYOND LONGITUDINAL STUDY



ies NATIONAL CENTER FOR EDUCATION STATISTICS
Institute of Education Sciences



What is B&B?

The Baccalaureate and Beyond Longitudinal Study (B&B) will survey more than 23,000 graduates, selected from approximately 1,100 U.S. colleges and universities, to find out about their experiences in the early years since earning a bachelor's degree.

The survey will collect information from graduates about their experience in the workforce, their experience in and future plans for graduate and other education, and their personal and professional goals.

Your participation is critical to the success of the study!

How was I chosen to participate?

In 2007, you were selected to participate in the National Postsecondary Student Aid Study (NPSAS), which is designed to help better understand how students and their families pay for college. NPSAS participants who completed requirements for their bachelor's degrees during the 2006–07 academic year are also being invited to participate in B&B.

When will the study be conducted?

Beginning in the summer of 2008, students who completed requirements for their bachelor's degrees during the 2006–07 academic year will be contacted to complete B&B online. Students who do not complete the online interview within 4 weeks will be contacted by a professionally trained interviewer and asked to complete the interview over the telephone. B&B participants will be interviewed for the final follow-up in 2011.

How do I participate?

You may complete the B&B interview in one of two ways:

1. **Online.** Go to the study website at <https://surveys.nces.ed.gov/bb/>. Then, simply enter your Study ID and password and select log-in.

If you need assistance, call the B&B Help Desk at 1-877-262-4440 (toll-free) or contact us via e-mail at bbemail@rti.org.

2. **By telephone.** If you prefer to complete the B&B interview by telephone, call the B&B Help Desk at 1-877-262-4440 (toll-free) to speak with a professionally trained interviewer.

How long will it take?

On average, the interview lasts about 25 minutes. Web interview time will vary depending on your internet connection speed.

Are there any benefits or risks?

Your participation in B&B will help ensure the success of the study and help policymakers and educators better understand the experiences of recent bachelor's degree recipients. There are no other known benefits to your participation. The risk of participation in this study relates to data security and is minimal, given the strict confidentiality and security procedures in place.

How can I get a copy of the results?

Publications from previous studies are available free of charge on the B&B website at <http://www.nces.ed.gov/surveys/b&b/>. Results from the current study are scheduled to be released in fall 2011 and will be posted on the B&B website as soon as they are available.

Why should I participate?

Data collected from B&B participants will help educators, researchers, and policymakers better understand how earning a bachelor's degree affects the lives of students and their transitions to the workforce. The study provides information that helps

- improve access to education;
- design financial aid packages that better meet the needs of students; and
- assess the outcomes of postsecondary education.

Although participation in this study is voluntary, there is no substitute for your responses.

Will my answers be kept confidential?

Yes, federal law requires that we protect your privacy. Your responses will be used only for statistical purposes and will not be disclosed, or used, in identifiable form for any other purpose, except as required by law.

Confidentiality procedures are reviewed and approved by RTI's Institutional Review Board in the Office of Research Protection. Your answers are secured behind firewalls and are encrypted during internet transmission using Secure Socket Layer (SSL) protocol. All data entry modules are password protected and require the user to log in before accessing confidential data. Project staff may be severely fined or imprisoned for disclosure of individual responses.

Who is conducting the study?

B&B is sponsored by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. The study is being conducted under contract by RTI International, a nonprofit research organization based in North Carolina. B&B is authorized by the Education Sciences Reform Act of 2002 (Public Law 107-279).

RTI International is a trade name of Research Triangle Institute.

Transcript Collection

Letter from NCES to Institutional Research Offices and Registrars on NCES Letterhead

<date>

Dear Institutional Research Staff, Registrars and Officials:

«entity_name» has been selected to participate in the 2008/09 Baccalaureate and Beyond Longitudinal Study (B&B:08/09). The study collects information on students' education and employment following award of their bachelor's degrees, including those students choosing elementary and secondary teaching as careers. Students in the study were identified as being eligible for receiving bachelor's degrees based upon their responses to the 2008 National Postsecondary Student Aid Study (NPSAS). As part of the B&B:08/09 study, these students will be interviewed again, focusing on their experiences in the first year since graduation. Publications from previous B&B studies are available on the National Center for Education Statistics website: <http://nces.ed.gov/surveys/b&b/>.

As part of the B&B:08/09 study, the U.S. Department of Education is requesting undergraduate transcripts for all B&B sample members for your institution as well as for any other institutions the students may have attended. Transcript data, in conjunction with data from student interviews and databases, such as the National Student Loan Data System (NSLDS), result in a dataset that can link graduates' undergraduate academic experiences to their subsequent career paths, employment history, and graduate/professional study. We are requesting that the transcript data be submitted electronically, preferably in EDI or XML format. Many options are available to you for providing transcript data. These options and instructions are included in this package.

Transcript data will be collected under the provisions of the *Family Educational Rights and Privacy Act* (FERPA) that allow the release of student records to the Secretary of Education or his/her agent without prior written consent from students. The purposes of the study and the manner in which the transcript data will be acquired comply fully with FERPA requirements. We have included in this package the relevant passages of the legislation that authorize the transcript data collection.

Let me assure you that the most stringent measures are in place to safeguard the confidentiality of participants and that individually identifying information will be protected from disclosure by federal statute (*42 U.S. Code 24, 308d*).

The National Center for Education Statistics (NCES), U.S. Department of Education, has contracted with RTI International (RTI) to conduct B&B:08/09. Your cooperation with RTI in this important study is greatly appreciated. For further information or questions, please contact the RTI project director, Dr. Jennifer Wine, at (919) 541-6807 or jennifer@rti.org. You may also contact the NCES Project Officer, Kristin Perry, at (202) 502-7428.

Sincerely,

Mark Schneider
Commissioner
National Center for Education Statistics

Letter from Project Staff to Institutional Research Offices and Registrars and Other Officials

{date}

{contact_salute} {contact_fname} {contact_lname}
 {inst_name}
 {inst_addr1}
 {inst_addr2}
 {inst_city}, {inst_st} {inst_zip}

Dear {contact_salute} {contact_lname}:

As indicated in the enclosed letter from Mark Schneider, Commissioner of the U. S. Department of Education's National Center for Education Statistics, RTI International is currently conducting the 2008/09 Baccalaureate and Beyond Longitudinal Study (B&B:08/09). Authorized by federal law (P.L. 103-382), the B&B data will provide researchers, educators, and policymakers with critical information about the role that an undergraduate education plays in the short- and long-term outcomes of bachelor's degree recipients. I am writing to request transcripts for {sch_num} B&B:08/09 sample member{s} who attended your institution during the {year} academic year. To facilitate our coding of your institution's transcripts, it would be helpful to also receive a mapping of your institution's degree programs and courses to the Classification of Instructional Programs: 2000 Edition, if such a mapping exists.

Included with this package are detailed instructions for preparing and transmitting transcript data to RTI. A list of students for whom transcripts are requested is posted, with their student ID numbers and dates of birth, at the secure study website listed in the box below. To gain access to the site, you will need to log in using the username and password printed at the bottom of this letter. Also available at the website are instructions for obtaining reimbursement for the requested transcripts, should your institution require it. We would appreciate receiving the requested transcript data on or before [DUE DATE]. Please do not hesitate to call me if you feel you need to have a later delivery date.

Thank you for your cooperation and timely attention to this matter. Please feel free to contact me for additional information. You can reach me by telephone at (919) 541-6870 or e-mail me at jennifer@rti.org.

Sincerely,

Jennifer Wine, Ph.D.
 B&B:08/09 Project Director

Please visit the study website for more information:

<https://surveys.nces.ed.gov/bbschool/>

To log in, enter the IPEDS UNITID below as your username
 and enter the password below.

Your IPEDS UNITID: «entity_id»

Your password: «password»

AACRAO Endorsement Letter

American Association of Collegiate Registrars and Admissions Officers



One Dupont Circle, NW, Suite 520 / Washington, DC 20036-1135
(202) 293-9161 Main / (202) 872-8857 Fax
www.aacrao.org

Dear Colleague:

I am writing to ask for your assistance with the 2008/09 Baccalaureate and Beyond (B&B) Longitudinal Study that RTI International is conducting for the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. The enclosed materials describe the uses of the data to be collected during this important study.

One key component of B&B is the collection of postsecondary transcripts for sampled students. These transcript data will be combined with data from student interviews, other institution records, and extant databases to provide a total picture of recent college graduates, their choices as undergraduates, and their experiences as they transition into graduate education and employment.

Transcript data are being collected under the provisions of the Family Educational Rights and Privacy Act (FERPA) that allow the release of student records to the Secretary of Education or his/her agent without prior written consent from students. Both the purposes of the study and the manner in which the transcript data will be acquired comply fully with FERPA requirements.

Your cooperation and assistance in providing transcripts to RTI in a timely manner will be greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads 'Jerome H. Sullivan'.

Jerome H. Sullivan
Executive Director

B&B:08/09 Endorsements from Associations and Organizations

American Association of Collegiate Registrars and Admissions Officers

American Association of State Colleges and Universities

American Council on Education

Association for Institutional Research

Association of American Colleges and Universities

Association of Catholic Colleges and Universities

Hispanic Association of Colleges and Universities

National Association for Equal Opportunity in Higher Education

National Association of Independent Colleges and Universities

National Association of State Universities and Land-Grant Colleges

State Higher Education Executive Officers

The Carnegie Foundation for the Advancement of Teaching

The Council of Independent Colleges

The United Negro College Fund

Instructions for Preparing and Transmitting Transcript Data

This document provides instructions for you to use while preparing and transmitting the transcript data for the students at your institution who have been selected to participate in the 2008/09 Baccalaureate and Beyond Longitudinal Study (B&B:08/09). To find out more about the study, visit the study's secure website at <https://surveys.nces.ed.gov/bbschool/>. Log in using the username and password printed at the bottom of the letter you received with these instructions. You will need your username and password each time you log in to the web site.

Whose transcript data are requested?

B&B:08/09 selected its sample from the 2008 National Postsecondary Student Aid Study (NPSAS:08), sampling from those students who earned or were likely to earn their baccalaureate degree during the 2006-2007 academic year. The secure study website contains the names, student ID numbers, and dates of birth for the B&B:08/09 sample students.

To see the list of sampled students for your institution, please go to the secure study website referenced above.

Does the transcript data collection comply with FERPA?

The B&B:08/09 postsecondary transcript collection complies with all provisions of the *Family Educational Rights and Privacy Act* (FERPA), allowing the release of student information to RTI without the express permission of the student. FERPA regulations stipulate that all disclosures be reported in the student record, with an indication of who received the information and their legitimate interests in the information. For schools without electronic student record systems, we have enclosed a *Disclosure Notice* which may also be printed from the study website. These notices fulfill the requirements of 34 CFR 99.32(a) pursuant to the *Family Educational Rights and Privacy Act* (20 U.S.C. 1232g). Electronic student record systems will require the insertion of a similar statement.

How can my institution be reimbursed for the transcripts provided?

If your institution requires reimbursement for transmitting transcript data, please refer to the Detailed Instructions for Providing Transcript Data page on the study website. Complete the form available on that page and be sure to include the address to which reimbursement should be sent. RTI will reimburse your institution's expenses upon receipt of the transcript data.

Whom should I contact for questions or problems?

Please do not hesitate to contact the B&B Help Desk at RTI if you have any questions or problems with this request, the transmission of transcript data, or your reimbursement. The help desk may be called toll-free at 1-877-256-8029 or contacted via e-mail at BBtranscripts@rti.org.

What should I do BEFORE sending any transcripts?

Prior to sending transcript data, please complete the Institution Information and Transcript Data Transmission pages available on the study website.

Institution Information page: At this page, you will need to provide or, if already available, confirm selected information about your institution.

Transcript Data Transmission page: Each student's name will be listed on the transmission page. Please check the box next to each student whose transcript you are sending and select the mode of submission. If you are unable to provide a transcript for some reason, please enter the reason in the space provided. For example, reasons might be: "No record that student ever attended" or "Transcript cannot be located." Please print it and retain a copy of your completed transmission page for your records. You must complete the Transcript Data Transmission webpage, prior to sending transcript data, so that we may verify receipt of all transcript data submitted.

How do I transmit transcripts to RTI?

A number of options are available for transmitting transcripts to RTI. Each is described below.

Uploading to the Secure Study Website: Uploading electronic transcript data directly to the secure study website, preferably in XML or EDI format, is the preferred method for sending transcript data to RTI. If your transcript data are not in one of these formats, we ask that you or a programmer from your institution convert them to a format that we can process using the file specifications available on the study website. However, if you are unable to reformat the transcript data to match the file specifications, we will accept them in their existing format.

Sending Transcript Data as an Encrypted Attachment by Electronic Mail: If you choose to use electronic mail (e-mail) to submit student transcript data, the attachment containing the data will need to be encrypted, such as using SecureZIP (select the option Use FIPS 140 Mode), to ensure they are transmitted securely. SecureZIP can be downloaded free of charge from the website: <http://www.securezip.com>. Detailed instructions for downloading and using SecureZIP can be found on the B&B website at <https://surveys.nces.ed.gov/bbschool/>. If you would like to use encryption software other than SecureZIP, we ask that you first contact the Help Desk to ensure that the software you plan to use complies with our security standards.

Once the attachment is encrypted, please send the e-mail to BBtranscripts@rti.org. In the body of your e-mail message containing the transcript data, please tell us how many attachments you are sending and what they are so we may verify that we received everything. If you need assistance with this process, please contact our Help Desk toll-free at 1-877-256-8029 or via e-mail at BBtranscripts@rti.org.

Sending Transcript Data by Secure File Transfer Protocol (FTPS): If you wish to submit transcript data using our FTPS site, please contact John Doherty at RTI to obtain the FTPS site location and your username and password. Mr. Doherty may be reached by telephone at (919) 541-7120 or e-mail at doherty@rti.org. Additional instructions on how to perform the data transfer via FTPS may be found on the B&B study website. After you have successfully uploaded your files to the FTPS server, please send an e-mail to doherty@rti.org with the names of the files and their structure.

Faxing Hard Copy Transcripts: If your institution is unable to provide the transcript data electronically via any of the methods previously mentioned, you may fax transcripts toll-free to our secure fax machine at 1-866-354-7066. First, you need to fax the Student Transcript Fax Test Page included in this packet with your name, telephone number, and fax number to ensure that the transfer is working correctly. We will then contact you to confirm that we successfully received the test page. At that point, you may send the completed Student Transcript Fax Transmittal Sheet along with the transcripts to the same number.

What is the Classification of Instructional Programs (CIP) mapping this is requested for transcript coding?

Once transcript data are received, the individual courses and degree programs reported in the transcript will be coded using a common classification system, the Classification of Instructional Programs (CIP): 2000 Edition. Receiving a mapping already defined for your institution will greatly facilitate the coding effort. The mapping can be transmitted to RTI by uploading it to the secure study website: <https://surveys.nces.ed.gov/bbschool/>, or sending it via e-mail to BBtranscripts@rti.org.

Why are you also collecting course catalogs?

We are also collecting course catalogs from institutions to use when coding transcript courses to the Classification of Instructional Programs: 2000 Edition. We have already collected the majority of the catalogs via online resources. If we need a course catalog from your institution, there will be a Catalog Transmittal Sheet immediately following this document in your packet. It will include a list of the catalogs requested and instructions for sending them to RTI. If you do not find a Catalog Transmittal Sheet in this packet, then none is needed from your institution at this time.

How can I indicate that I am done submitting data?

When you have submitted all available data to RTI, select “Indicate you are done submitting data” from the B&B Transcripts Main Menu on the study website and click the button available on that screen. That will alert us to examine the data you provided.

How else may I contact RTI?

If you wish to send non-confidential correspondence to RTI, please use RTI's address below. **Do not send hard copy transcripts to this address.**

Tiffany Mattox
B&B:08/09 Transcripts
RTI International
PO Box 12194
Research Triangle Park, NC 27709

Catalog Transmittal Sheet

0209777.600.510

IPEDS ID#: «School_ID»

Name of Sender: _____

Date: _____

Telephone number: _____

In order to properly code the transcript data we will receive for your graduates, we need to obtain a copy of your institution's course catalogs, bulletins, or other materials that describe the course offerings for each academic year listed below.

<cat_yr_needed> <level>

<cat_yr_needed> <level>

<cat_yr_needed> <level>

<cat_yr_needed> <level>

Instructions:

If the catalog(s) exist electronically, please send an e-mail to BBtranscripts@rti.org and either direct us to the catalog(s) online or send the catalog(s) as an attachment. If you need to send hard copy catalogs, please place check marks in the appropriate columns below to indicate the types of course catalogs you are sending for each year. Please do not send catalogs for which "not needed" appears. Please keep a copy of this completed sheet for your records and send the original to RTI with the catalogs using the FedEx materials provided.

Academic Year	Type of catalog provided <i>(please place checks or comments as appropriate)</i>			
	Institution-wide/ general	Undergraduate	Graduate	Other school/program <i>(please specify)</i>
2003-2004			N/A	
2004-2005			N/A	
2005-2006				
2006-2007				
Other year (please describe)				

Student Transcript Fax Test Page

0209777.600.510

IPEDS ID#: «School_ID»

Name of Sender: _____

Date: _____

Telephone number: _____

Fax number: _____

Instructions:

Please fax this document to 1-866-354-7066 as a test page.

We will contact you to confirm that we received your fax. Once you have our confirmation, please fax the completed Student Transcript Fax Transmittal Sheet that you received in your packet and your students' transcripts to the same number.

****WARNING: This transmission contains confidential information. Please exercise appropriate security. ****

Student Transcript Fax Transmittal Sheet

0209777.600.510

IPEDS ID#: «School_ID»

Name of Sender: _____

Date: _____

Telephone number: _____

Fax number: _____

Number of sampled students: «school_name»

Number of students whose transcripts you are sending: _____

Number of transcripts you are sending (there could be multiple per student): _____

Instructions:

Be sure that you have faxed the Student Transcript Fax Test Page and been contacted to confirm its receipt before sending this page or the transcripts.

If a student transferred to your institution from another institution, please also send copies of any transcripts that you have from other institutions (unless that information is already included on the transcript from your institution).

Once you have filled out the top of this document, please fax it and student transcripts to 1-866-354-7066.

FERPA Excerpts

Family Educational Rights and Privacy Act Regulations

34 CFR Part 99

Subpart A—General

Section

- 99.1 To which education agencies or institutions do these regulations apply?
- 99.2 What is the purpose of these regulations?
- 99.3 What definitions apply to these regulations?
- 99.4 What are the rights of parents?
- 99.5 What are the rights of students?
- 99.7 What must an educational agency or institution include in its annual notification?
- 99.8 What provisions apply to records of a law enforcement unit?

Subpart B—What Are the Rights of Inspection and Review of Education Records?

Section

- 99.10 What rights exist for a parent or eligible student to inspect and review education records?
- 99.11 May an educational agency or institution charge a fee for copies of education records?
- 99.12 What limitations exist on the right to inspect and review records?

Subpart C – What Are the Procedures for Amending Education Records?

Section

- 99.20 How can a parent or eligible student request amendment of the student's education records?
- 99.21 Under what conditions does a parent or eligible student have the right to a hearing?
- 99.22 What minimum requirements exist for the conduct of a hearing?

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?

Section

- 99.30 Under what conditions is prior consent required to disclose information?
- 99.31 Under what conditions is prior consent not required to disclose information?
- 99.32 What recordkeeping requirements exist concerning requests and disclosures?
- 99.33 What limitation apply to the redisclosure of information?
- 99.34 What conditions apply to disclosure of

information to other education agencies or institutions?

99.35 What conditions apply to disclosure of information for Federal or State program purposes?

99.36 What conditions apply to disclosure of information in health and safety emergencies?

99.37 What conditions apply to disclosing directory information?

99.38 What conditions apply to disclosure of information as permitted by State statute adopted after November 19, 1974 concerning the juvenile justice system?

99.39 What definitions apply to the nonconsensual disclosure of records by postsecondary educational institutions in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses?

Subpart E – What are the Enforcement Procedures?

Section

99.60 What functions has the Secretary delegated to the Office and to the Office of Administrative Law Judges?

99.61 What responsibility does an educational agency or institution have concerning conflict with State or local laws?

99.62 What information must an educational agency or institution submit to the Office?

99.63 Where are complaints filed?

99.64 What is the complaint procedure?

99.65 What is the content of the notice of complaint issued by the Office?

99.66 What are the responsibilities of the Office in the enforcement process?

99.67 How does the Secretary enforce decisions?

AUTHORITY: 20 U.S.C. 1232g unless otherwise noted.

PART 99 – FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The authority citation for part continues to read as follows:

AUTHORITY: 20 U.S.C. 1232g, unless otherwise noted.

Subpart A—General

§ 99.1 To which educational agencies or institutions do these regulations apply?

(a) Except as otherwise noted in § 99.10, this part applies to an educational agency or institution to which funds have been made available under any program administered by the Secretary, if—

(1) The educational institution provides educational services or instruction, or both, to students; or

(2) The educational agency is authorized to direct and control public elementary secondary, or postsecondary educational institutions.

(b) This part does not apply to an educational agency or institution solely because students attending that agency or institution receive non-monetary benefits under a program referenced in paragraph (a) of this section, if no funds under that program are made available to the agency or institution.

on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both.

(c) If an educational agency or institution places a statement in the education records of a student under paragraph (b)(2) of this section, the agency or institution shall:

(1) Maintain the statement with the contested part of the record for as long as the record is maintained; and

(2) Disclose the statement whenever it discloses the portion of the record to which the statement relates.

(Authority: 20 U.S.C 1232g(a)(2))

§99.22 *What minimum requirements exist for the conduct of a hearing?*

The hearing require by § 99.21 must meet, at a minimum, the following requirements:

(a) The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for the hearing from the parent or eligible student.

(b) The educational agency or institution shall give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.

(c) the hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing.

(d) The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence relevant of the issues raised under § 99.21. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

(e) The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

(Authority: 20 U.S.C 1232g(a)(2))

Subpart D—May an Educational Agency or Institution Disclose Personally Identifiable Information From Education Records?

§ 99.30 *Under what conditions is prior consent required to disclose information?*

(a) The parent or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records, except as provided in § 99.31.

(b) The written consent must:

(1) Specify the records that may be disclosed;

(2) State the purpose of the disclosure; and

(3) Identify the party or class of parties to whom the disclosure may be made.

(c) When a disclosure is made under paragraph

(a) of this section:

(1) If a parent or eligible student so requests, the educational agency or institution shall provide him or her with a copy of the records disclosed; and

(2) If the parent of a student who is not an

eligible student to requests, the agency or institution shall provide the student with a copy of the records disclosed.

(Authority: 20 U.S.C 1232g (b)(1) and (b)(2)(A))

§ 99.31 Under what conditions is prior consent not required to disclose information?

(a) An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by § 99.30 if the disclosure meets one or more of the following conditions:

(1) The disclosure is to other school officials, including teachers, within the agency or institution who the agency or institution has determined to have legitimate educational interests.

(2) The disclosure is, subject to the requirements of § 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.

(3) The disclosure is, subject to the requirements of § 99.35, to authorized representatives of—

(i) The comptroller General of the United States;

(ii) The Attorney General of the United States;

(iii) The Secretary; or

(iv) State and local educational authorities.

(4)(i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:

(A) Determine eligibility for the aid;

(B) Determine the amount of the aid;

(C) Determine the conditions for the aid; or

(D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a)(4)(i) of this section, “financial aid” means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual’s attendance at an educational agency or institution.

(Authority: 20 U.S.C 1232g(b)(1)(D))

(5)(i) The disclosure is to State and local official or authorities to whom this information is specifically—

(A) Allowed to be reported or disclosed pursuant to a State statute adopted before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system’s ability to effectively serve the student whose records are released; or

(B) Allowed to be reported or disclosed pursuant to a State statute adopted after November 19, 1974, subject to the requirements of § 99.38.

(ii) Paragraph (a)(5)(1) of this section does not prevent a State from further limiting number or type of State or local officials to whom disclosure may be made under that paragraph.

(6)(i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:

A) Develop, validate, or administer predictive tests;

(B) Administer student aid programs; or

(C) Improve instruction.

(iii) The agency or institution may disclose information under paragraph (a)(6)(i) of this

section if:

(A) The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and

(B) The information is destroyed when no longer needed for the purposes for which the study was conducted.

(iii) If this Office determines that a third party outside the educational agency or institution to whom information is disclosed under this paragraph (a)(6) violates paragraph (a)(6)(ii)(B) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

(iv) For the purposes of paragraph (a)(6) of this section, the term “organization” includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

(7) The disclosure is to accrediting organization to carry out their accrediting functions.

(8) The disclosure is to parents, as defined in § 99.3, of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.

(9)(i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with—

(A) A Federal grand jury subpoena and the court has order that the existence or the contents of the subpoena or the information furnished in response of the subpoena not be

disclosed; or

(B) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in the response to the subpoena not be disclosed.

(iii)(A) If an educational agency or institution initiates legal action against a parent or student, the educational agency or institution may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the educational agency or institution to proceed with the legal action as plaintiff.

(B) If a parent or eligible student initiates legal action against an educational agency or institution, the educational agency or institution may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the educational agency or institution to defend itself.

(10) The disclosure is in connection with a health or safety emergency, under the conditions described in § 99.36.

(11) The disclosure is information the educational agency or institution has designated as “directory information,” under the condition described in § 99.37.

(12) The disclosure is to the parent of a student who is not an eligible student or to the student.

(13) The disclosure, subject to the requirements in § 99.39, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. the disclosure may only include the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. The institution may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.

(14)(i) The disclosure, subject to the requirements in § 99.39, is in connection with a disciplinary proceeding at an institution of postsecondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that—

(A) The student is an alleged perpetrator of a crime of violence or non-forcible sex offense: and

(B) With respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

(ii) The institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

(iii) This section applies only to the disciplinary proceedings in which the final results were reached on or after October 7, 1998.

(15)(i) The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if—

(A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and

(B) The student is under the age of 21 at the time of the disclosure to the parent.

(iii) Paragraph (a)(15) of this section does not supersede any provision of State law that prohibits an institution of postsecondary education from disclosing information.

(b) Paragraph (a) of this section does not forbid an educational agency or institution from disclosing, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to any parties under paragraphs (a)(1) through (11), (13), (14), and

(15) of this section.

(Authority: 20 U.S.C 1232g(a)(5)(A), (b)(1), (b)(2)(B), (b)(6), (h) and (i))

§ 99.32 What recordkeeping requirements exist concerning requests and disclosures?

(a)(1) An educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student.

(2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained.

(3) For each request or disclosure the record must include:

(i) The parties who have requested or received personally identifiable information from the education records; and

(ii) The legitimate interests the parties had in requesting or obtaining the information.

(b) If an educational agency or institution discloses personally identifiable information from an education record with the understanding authorized under § 99.33(b), the record of the disclosure required under this section must include:

(1) The names of the additional parties to which the receiving party may disclose the information on behalf of the educational agency or institution; and

(2) The legitimate interests under § 99.31 which each of the additional parties has in requesting or obtaining the information.

(c) The following parties may inspect the record relating to each student:

(1) The parent or eligible student.

(2) The school official or his or her assistants who are responsible for the custody of the records.

(3) Those parties authorized in § 99.31(a)(1) and (3) for the purposes of auditing the recordkeeping procedures of the educational agency or institution.

(d) Paragraph (a) of this section does not apply if the request was from, or the disclosure was to:

(1) The parent or eligible student;

(2) A school official under § 99.31 (a)(1);

(3) A party with written consent from the parent or eligible student;

(4) A party seeking directory information; or

(5) A party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

(Approved by the Office of Management and Budget under control number 1880-0508)

(Authority: 20 U.S.C 1232g(b)(1) and (b)(4)(A))

§ 99.33 What limitations apply to the redisclosure of information?

(a)(1) An educational agency of institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

(2) The officers, employees, and agents of a party that receives information under paragraph (a)(1) of this section may use the

information, but only for the purposes for which the disclosure was made.

(b) Paragraph (a) of this section does not prevent an educational agency or institution from disclosing personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on behalf of the educational agency or institution if:

(1) The disclosures meet the requirements of § 99.31; and

(2) The educational agency or institution has complied with the requirements of § 99.32(b).

(c) Paragraph (a) of this section does not apply to disclosures made to parents of dependent students under § 99.31(a)(8), to disclosures made pursuant to court orders, lawfully issued subpoenas, or litigation under § 99.31(a)(9), to disclosures of directory information under § 99.31(a)(11), to disclosures made to a parent or student under § 99.31(a) (12), to disclosures made in connection with a disciplinary proceedings under § 99.31(a) (14), or to disclosures made to parents under § 99.31(a)(15).

(d) Excerpt for disclosures under § 99.31(a) (9), (11) and (12), and educational agency or institution shall inform a party to whom disclosure is made of the requirements of this section.

(e) If this Office determines that a third party improperly rediscloses personally identifiable information from education records in violation of § 99.33(a) of this section, the educational agency or institution may not allow that third party access to personally identifiable information from education records for at least five years.

(Authority: 20 U.S.C 1232g(b)(4)(B))

§ 99.34 What conditions apply to disclosure of information to other educational agencies or institutions?

(a) An educational agency or institution that discloses an education record under § 99.31(a)(2) shall:

(1) Make a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

(i) The disclosure is initiated by the parent or eligible student; or

(ii) The annual notification of the agency or institution under § 99.7 includes a notice that the agency or institution forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll:

(2) Give the parent or eligible student, upon request, a copy of the record that was disclosed; and

(3) Give the parent or eligible student, upon request, an opportunity for a hearing under Subpart C.

(b) An educational agency or institution may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) The disclosure meets the requirements of paragraph (a) of this section.

(Authority: 20 U.S.C 1232g(b)(1)(B))

§ 99.35 What conditions apply to disclosure of information for Federal or State program purposes?

(a) The officials listed in § 99.31(a)(3) may have access to education records in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

(b) Information that is collected under paragraph (a) of this section must:

(1) Be protected in a manner that does not permit personal identification of individuals by anyone except the officials referred to in paragraph (a) of this section; and

(2) Be destroyed when no longer needed for the purposes listed in paragraph (a) of this section.

(c) Paragraph (b) of this section does not apply if:

(1) The parent or eligible student has given written consent for the disclosure under § 99.30; or

(2) The collection of personally identifiable information is specifically authorized by Federal law.

(Authority: 20 U.S.C 1232g(b)(3))

§ 99.36 What conditions apply to disclosure of information in health and safety emergencies?

(a) An educational agency or institution may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(b) Nothing in the Act or this part shall prevent an educational agency or institution from—

(1) Including in the education records of a student appropriate information

Disclosure Notice

The transcript data for this student have been provided to RTI International, a not-for-profit research organization and agent for the National Center for Education Statistics, U.S. Department of Education. This disclosure statement fulfills the requirements of 34 CFR 99.32(a) pursuant to the *Family Educational Rights and Privacy Act* (FERPA) (20 U.S.C. 1232g).

The transcript data were requested for the 2008/09 Baccalaureate and Beyond Longitudinal Study (B&B:08/09), a longitudinal study of students who have completed a baccalaureate degree. Data from these records will be combined with others into statistical summaries and tables and may not be used in identifiable form for any purpose unless otherwise compelled by law (Education Sciences Reform Act of 2002, Section 183).

The collection of information in this study is authorized by Section 404(a) of the National Education Statistics Act of 1994, Title IV of the Improving America's Schools Act of 1994, Public Law 103-382 and continued under the auspices of the Education Sciences Reform Act of 2002, Public Law 107-279. Participation is voluntary. Information will be protected from disclosure by federal statute (20 USC 9003a-9007, as amended).

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